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Record Item Title
Delay to Digital Archive Project Note to the Coordinator of Common Service Task force, requesting CSTF action

Notes

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Other Contacts and Type

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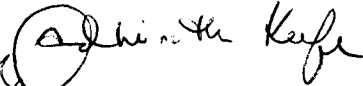without cover

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United Nations Common Services*
Working Group on Archives and Records Management

TO: Mr. Andrew Toh, Chairman
        Task Force for Common Services
        Assistant Secretary-General
        Central Support Services   DATE: 21 April 2004

FROM: Adhiratha Keefe,   Ref: CSTF-WGARM-2004-032
        Bridget Sisk,
        CoChairs WGARM

SUBJECT: Contract Status -Digital Archive Project

As noted in previous messages, delays related to OLA review of the Entium Technologies vendor
contract have continued to hamper progress on the Digital Archives Programme, DAP, project.

In summary, on 29 July 2003 the vendor selection (Entium) was approved by the HCC; during
August, a draft contract was developed which was subsequently submitted by UN Procurement to
OLA on 12 September 2003. Since that time, follow up was made with OLA on a monthly basis to
try to determine the status of the contract (including an email from Ms. Joan McDonald on 27
January 2004). Despite our best efforts and due diligence as well as receiving periodic assurances
from OLA that the contract would be forthcoming, we are now many months behind schedule (we
had hoped to have the vendor on board and begin the project in January 2004).

We have made good use of the unexpected time available to advance related areas dealing with
metadata standards and record series as well as made considerable progress with the Appraisal
Decision Assistance Project. However, there is a growing concern that due to the delay, the DAP
project will lose support at various levels of the participating organizations or the vendor may not
be readily available once the contract is issued.

As you are aware, the WGARM group generally and the DAP project specifically, falls within the
Secretary Generals' reform initiative for organizations to work together on areas of mutual benefit
and concern. In addition, the DAP will begin to identify and address many of the related
information security issues which are increasingly being given priority attention among the
participating organizations.

During the last WGARM meeting, 24 March 2004, there was general consensus of the membership
to request a Common Service Task Force meeting to address the OLA issue as well as allow
WGARM to report on progress in other related areas.

Therefore we request that your office take appropriate steps to:

- intercede on our behalf with OLA in order to facilitate the issuance of the contract on an urgent basis
- arrange for the WGARM to address the Common Service Task Force and present an update on the unexpected delays as well as progress in other, related areas.

It should also be noted that in the event that there is contract approval by OLA prior to the Task Force meeting, we will also give a presentation of 'next steps' to be taken by UNPOs to facilitate the project.

Thank you for your support.

Cc: WGARM representatives

- Participating Organizations [UNPOs} include United Nations Development Programme, United Nations Children's Fund, United Nations Population Fund, United Nations Office for Project Services, United Nations Secretariat